

Class VIII

Format : Notice & Email

NOTICE

NAME OF ORGANISATION , CITY (CAPITAL LETTER)

Date (16th March, 2020)

NOTICE

Topic / Subject

Content / Body

Name

(Designation)

Email.

From : ----- @gmail.com (no capital letter)

To : ----- @gmail.com

Cc :

Subject :

Salutation (Dear Sir/Ma'am) (Dear)

Content / Body

(F) ^{Inf.} Regards / Love

Full Name / Name